

CHARTER
Chemical Safety Topical Committee
U.S. Department of Energy

PURPOSE

The purpose of the Department of Energy (DOE) Chemical Safety Topical Committee (CSTC) is to provide a forum for DOE and DOE contractor personnel to identify chemical safety-related issues of concern to the DOE and pursue solutions to issues identified. The committee also exchanges lessons learned and best practices that promote continuous improvement and excellence in chemical safety. The CSTC will seek to promote chemical safety initiatives consistent with DOE policy on Integrated Safety Management (ISM) and environment, safety and health. The CSTC will coordinate its activities with the DOE Safety Management Implementation Team (SMIT) to ensure that CSTC activities further Departmental implementation of ISM.

The work of the CSTC will be conducted in coordination with the DOE Technical Standards Program (TSP), as prescribed by the Department's Standards Program, mandated by Public Law 104-113, "The National Technology Transfer and Advancement Act of 1995," and the Office of Management and Budget Circular A-119, "Federal Participation in the Development and Use of Voluntary Consensus Standards and in Conformity Assessment Activities."

VALUE STATEMENT

The CSTC will promote excellence in chemical safety throughout the DOE complex by sharing technical information, expertise and resources. This sharing will facilitate the application of management systems, processes and tools that reflect the best practices and standards used in government and in private industry. Such practices and standards will promote a level of chemical safety at DOE that will ensure and enhance the protection of workers, the public and the environment. The CSTC will make recommendations to the Department on chemical safety issues. The CSTC will develop its recommendations using consensus-building processes with its participating members. No CSTC recommendation will be binding or mandatory unless carried forward by the DOE as a Directive or Policy.

OBJECTIVES

The CSTC will identify chemical safety issues of concern for the Department, pursue the resolution of those issues through the identification and dissemination of successful practices and work products across the complex. Opportunities will be identified for improved chemical safety management and the sharing of tools that are of interest to multiple sites across the DOE complex, and pooled resources will be used to develop and communicate the improvements to all sites. In addition, the CSTC will:

1. Proactively identify chemical safety issues of concern for the Department and recommend solutions to identified issues;
2. Serve as the DOE focal point for chemical safety technical standards issues and practices;
3. Provide input to the DOE-wide position on DOE, non-DOE government and non-government consensus chemical safety standards published or in comment coordination;
4. Assist in the production of national or international chemical safety standards when in the Department's interest;
5. Promote DOE-wide best practices in chemical safety;
6. Work cooperatively with established groups, including other TSP topical committees, investigating related issues and areas of concern and interface with non-DOE standards development bodies, such as the American National Standards Institute (ANSI), when the need arises; and
7. Participate with representatives of other topical committees and the TSP manager to establish guidance and protocols for topical committee operations under the TSP.

MEMBERSHIP

Membership in the Chemical Safety Topical Committee (CSTC) is open to all DOE Federal employees and DOE contractors with responsibility for managing and overseeing chemical

safety programs at DOE facilities and laboratories. Representation will be encouraged from every major DOE field element and Headquarters office with significant chemical activities. The CSTC membership will establish ad hoc working subgroups to address specific issues and needs, developing tasking agreements with milestones for the completion of their specified work within a finite period of time.

STEERING COMMITTEE

The overall activities and business of the CSTC will be co-chaired by the sponsors, with one lead and one alternate lead each, from the DOE Chemical Safety Team and from the Energy Facility Contractors Group (EFCOG) Chemical Safety Subgroup. The Chemical Safety Team Leader and the Chair of the EFCOG Chemical Safety Subgroup will annually select the leads and alternate leads. Working subgroups formed from the CSTC membership for the identification and resolution of individual issues of concern will identify their own chairs, co-chairs and alternates. The subgroup chairs and co-chairs will form the steering committee of the CSTC. The CSTC sponsors will co-chair the steering committee.

SPONSORSHIP

The Chemical Safety Topical Committee (CSTC) is a standing standards topical committee sponsored by the DOE Chemical Safety Team, and the EFCOG Chemical Safety Subgroup. The following principles will govern its operation:

Balance of Interests: A committee comprised of representatives of all categories of interest that relate to the subject matter will undertake standards development. The CSTC committees comprised of representatives of all DOE and DOE contractors with an interest in the subject matter of concern will also undertake other chemical safety-related activities.

Due Process: The CSTC will ensure that any individual or organization within the DOE who believes that an action or inaction of the Topical Committee causes unreasonable hardship or potential harm is provided the opportunity to have a fair hearing of his/her concerns.

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Openness: Participation in the CSTC will be open to all DOE Federal employees and DOE contractors who are directly and materially affected by CSTC activities and interested in pursuing excellence in chemical safety in their areas of responsibility.

Reporting: The CSTC Steering Committee will provide an annual report of CSTC activities and accomplishments to the Department of Energy and EFCOG. The CSTC will report on any of its chemical standards-related activities to the DOE Technical Standards Program Office (TSPO) on a frequency, which is appropriate and consistent with TSPO needs.

MEETINGS

The co-chairs will normally schedule CSTC meetings in conjunction with generally scheduled workshops and conferences at which chemical safety engineering management and oversight personnel attendance is expected. In addition, the co-chairs will regularly schedule conference calls to facilitate the on-going pursuit of CSTC activities. The co-chairs will schedule a special meeting when the physical presence of the CSTC is required. The contractor or DOE Field Office at a DOE facility will normally host the meetings.

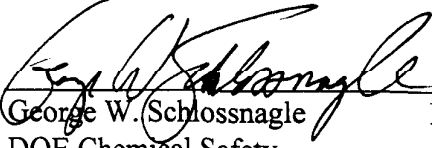
RENEWAL

Six years after the date of its adoption, this charter will be re-evaluated for relevance and need for continuation. By vote of the CSTC and with the concurrence of the Technical Standards Program Office, the charter will be renewed for six years.

This Charter is adopted by:

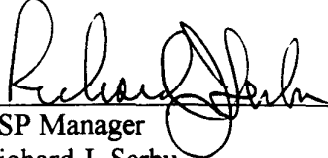


Douglas Heal
Chair, Chemical Safety
Subgroup of EFCOG
9/8/99
Date



George W. Schlossnagle
DOE Chemical Safety
Team Leader
9/10/99
Date

The DOE Technical Standards Program office approves this Charter



TSP Manager
Richard J. Serbu
9/10/99
Date